**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | Examinations Administrator (Operations) | **Job ref no:** | **ACR-0237-24B** |
| **Grade:** | 4 | **Department:** | **Academic Registry** |
| **Accountable to:** | Examinations Manager (Operations) | **Responsible for:** | **N/A** |
| **PS created by/ or reviewed by:** | **Nerys Evans and Rebecca Wombwell** | **Date PS created/ reviewed:** | March 2024 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| 1. Service Delivery | Ability to administratively support in-person examinations  Ability to prepare examination papers  Ability to administer special examination arrangements  Able to deal calmly and productively with situations of conflict and pressure  High level of customer focus and ability to deal effectively with a wide range of internal and external customers  Ability to work as part of a team  Self-reliance and ability to make decisions on own initiative in absence of superiors | Experience of working in a demanding office environment with multiple functions  Experience of maintaining essential information |
| 2.Communication | Ability to provide advice to students and staff and answer queries  Excellent communication and interpersonal skills, written and verbal  Good standard of written and spoken English  Ability to communicate professionally, confidently and appropriately with colleagues at all levels within an organisation, and with students | Experience of adapting communication skills appropriately |
| 3. Planning and Organisation | Ability to check quality assurance documentation  Ability to work methodically, to establish and follow set processes and procedures accurately  Ability to pay attention to a high level of detail and accuracy  Ability to plan, manage and prioritise workload when under pressure to meet deadlines | Experience of planning office work  Experience of managing a schedule of activities |
| 4. Liaison and Networking | Ability to liaise with academic staff in relation to compilation of examination papers  Ability to liaise with external examiners | Ability to participate in internal meetings |
| 5. Initiative and Problem Solving | Ability to ensure special examination arrangements are in place  Ability to triage queries and signpost appropriately  Ability to work with colleagues to solve problems related to Registry work  Ability to adhere to procedures and regulations | Experience of problem solving and using creative ideas to solve problems  Experience of using initiative to provide advice |
| 6. Decision Making Processes and Outcomes | Ability to follow procedure and process and make decisions independently | Experience of making decisions |
| 7. Experience | Educated to A-Level standard or equivalent experience | Experience working in a busy, demanding office environment with multiple functions  Experience of working with a variety of customers  Experience of working with examination and assessment processes and regulations |